



**Protocol for Affiliation
of
Assessing Bodies
under
Indian Iron & Steel Sector Skill Council**

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1. General Guidelines

1.1 This protocol has been developed to evaluate assessing bodies and assessors for the purpose of assessing trainees for knowledge and skills related to job roles in Iron & Steel Sector.

1.2 The training for the job roles is conducted through affiliated training partners. Compliance of the training to the National Occupational Standards pertaining to the job role is responsibility of the Training Provider. Process however is facilitated by II&SSSC.

1.3 The assessment of the trainees is to be conducted to comply with the knowledge, skills and performance criteria defined in the National Occupational Standards.

1.4 Assessing body shall ensure that assessments of personnel are carried out in a professional and unbiased manner so that the Assessing scheme achieves its objective of mutual acceptance and global exchange of personnel.

1.5 II&SSSC reserves all rights to amend this protocol, procedures and fees etc. as it may deem fit. Applicants are requested to refer to the updated protocol on II&SSSC website (www.iisssc.org) before applying.

1.6 All information provided by the applicants can be verified at any stage during or after the assessment process.

2. Assessment Categories

2.1 Categorisation of Iron & Steel sector and the associated role requirements are as given below. This categorisation is expected to provide an insight to assessing bodies and assessors in what is involved and expected out of the assessment. Parallels with other sectors and job roles can also be drawn to frame the assessment tools and techniques.

3. Qualifying Criteria

3.1 Assessing Body (AB): For the purpose of qualifying the Assessing Bodies for affiliation with II&SSSC, these have been categorised as follows:-

- (a) QCI registered bodies
- (b) Govt. Organisations with Assessing capabilities
- (c) Pvt/Industry bodies, Academic institutes, Industry associations

3.2 Affiliation of Assessment Bodies with II&SSSC

(a) QCI registered bodies : Will have to undergo through following assessments

- (i) Capability & Capacity assessment for Iron & Steel Sector
- (ii) Assessment of assessors for suitability in Iron & Steel

(b) Govt. Organisations with assessing capabilities: Will have to undergo complete process of assessment

(c) Pvt/Industry bodies, Academic institutes, Industry associations: Will have to undergo complete process

4 Affiliation Process: Will involve assessment of the following criteria's:

4.1 General

- (a) be a legal entity, registered in India
- (b) declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest.
- (c) shall not be a training provider in those areas which comes under assessment
- (d) shall be an Income Tax Assesse
- (e) shall have financial resources necessary for the operation of skills assessment system and to cover associated liabilities
- (f) shall have appropriate methods to monitor and measure the performance of its assessment framework implementation across all its branches and subsidiaries.

4.2 Organizational structure

- (a) Independent and impartial in relation to its applicants, candidates and certified persons including their employers and their customers, and implement all the possible steps to assure ethical operations.
- (b) Identify the management groups or persons which shall have overall responsibility for.
 - (i) the formulation of policies relating to the operation of assessing body with regard to assessment of skills/ persons.
 - (ii) decision on all activities & procedures related to assessment and subsequent delivery of results for enabling II&SSSC to take final decision on certification of persons/skills.
 - (iii) finances and related financial transactions of the assessing body with due consideration of guidelines issued by II&SSSC.

4.3 Structured Processes and Procedures

- (a) The assessing body shall have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.
- (b) The assessing body shall have effective assessment guidelines & marking procedures for guidance of assessors.
- (c) The assessing body shall have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined.
- (d) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send these to the assessing body.
- (e) The assessing bodies shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

4.4 On-Role/Empanelled Assessors

- (a) The assessing body should have well-defined process for enrolling/empanelling assessors.
- (b) The assessing body should have on-role/empanelled assessors with expertise in/similar to Iron & Steel domain or should be able to empanel such assessors within max 30 days from affiliation with II&SSSC, failing which the affiliation may be cancelled at the sole discretion of II&SSSC. For affiliating assessors, application form at enclosure II is to be used.

4.5 Assessment Methods

- (a) Mix of technology solutions (for knowledge assessment) and hands-on assessments (for skill assessment).
- (b) Availability of suitable framework to comply with the above-mentioned mix.
- (c) Well defined assessment tools and techniques.

4.6 Reach

- (a) Geographical coverage in terms of assessment centres, branches etc

5 Compliance to II&SSSC Framework

5.1 The assessing bodies, on affiliation with II&SSSC, will have to undertake following :-

- (a) Define assessment framework in-line with the National Occupational Standards and in consultation with II&SSSC
- (b) Define assessment methodology, which shall be a mix of theory and Practical's/hands-on assessment. Percentage of the two will vary from job role to job role and should be defined in consultation with II&SSSC
- (c) Institutionalise appropriate procedures for obtaining trainee details from the Training Providers, registration of candidates, collection of assessment fees, and for all the communication so as to effectively conduct the assessment.
- (d) Make arrangements for scheduling trade assessment, including date, time and list of candidates and the location under intimation to II&SSSC & Training Provider.
- (e) Evaluate entire systems and procedures used for necessary assessments of candidates. Assessment shall be fair, valid and reliable.
- (f) Consider technological solutions like web-based online assessment, to remove subjectivity and to make the assessment process more robust.

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(g) Develop a robust question bank (ratio of 1:4) for random presentation of questions to the trainees. Involvement of Subject Matter Experts for developing question banks is required. This question bank shall be vetted by II&SSSC and shall be refined on yearly basis.

(h) Define appropriate methodology and procedures (such as collecting maintaining statistical data) to reaffirm, at least annually the fairness, validity, reliability and general performance of each assessments and all identified deficiencies corrected.

(i) Increase reach & coverage by collaborating with local centres. For this, the assessing bodies have to ensure the following :-

(i) enter into a properly documented agreement with the selected Assessment Centres covering the arrangements, including confidentiality and prevention of conflict of Interest.

(ii) take full responsibility of assessment system and the procedures to be followed by the centres.

(iii) ensure that the Assessment centres have necessary competency / facilities to perform the required task for assessing the candidates in regard to skills entrusted to it.

(iv) have effective communication with selected Assessment centres so as to make necessary arrangements for timely assessment of listed candidates and subsequent results to be provided to the assessing bodies.

(v) maintain list of its Assessment centers, assess and monitor their performances in accordance with documented procedures.

(j) Increase reach and coverage by deploying technological solutions, especially to facilitate assessments in small towns & districts.

(k) Maintenance of Records

(i) The assessing body shall maintain a record system to demonstrate that the assessment process has been effectively fulfilled, particularly with respect to registration of candidates, Assessment centres and other related activities required for proper assessments and its continuous reviews and improvement.

(ii) The records shall be identified, managed and disposed off in such a way as to ensure the integrity of the process and confidentiality of the information.

(iii) The records shall be kept for stipulated period of time in accordance with policies laid down by II&SSSC / as required for any other contractual / legal and or other obligations.

(iv) The assessing body shall make available all the related records pertaining to II&SSSC only to the authorized representative of II&SSSC at any time.

(v) Video recording along with time-stamping of the assessment process is to be undertaken and preserved for the duration specified by II&SSSC.

6 Empanelling of Assessors for II&SSSC

6.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. Due-diligence is to be ensured by assessing bodies while empanelling the assessors. II&SSSC shall be involved in the following processes :-

(a) Shortlisting of assessors from the existing pool of assessors with assessing body. Shortlisting will be for specific job roles/family of job roles.

(b) Empanelling of fresh assessors

6.2 Final approval for assessors wrt specific job roles will be given by II&SSSC.

6.3 Empanelment form, placed at Enclosure 'II' to be used for the purpose.

6.4 Generic aspects for the assessors, which need to be ensured are as follows:-

(a) Familiarity with assessment schemes.

(b) Thorough knowledge of the relevant assessment/ examination methods and examination documents.

(c) fluent in communication in the language of examination, and

(d) free from any interest so that they can make impartial and non-discriminatory judgment / assessment.

6.5 On successful evaluation, assessors will be affiliated with II&SSSC for specific job roles/NSQF level. Each assessor will be awarded a unique identity number.

6.6 Non-conformity to the assessment process or to the legal & procedural requirements would lead to permanent cancellation of affiliation.

7 Assessment of Trainees: Process & Procedure to be adopted (to be read in conjunction with "Guidelines for Assessment of Trainees" placed at Enclosure III)

7.1 Assessment of trainees can be during, periodic or at the end of the training, as decided by II&SSSC for specific job roles.

7.2 The assessing body is to liaise with the training provider and schedule assessments accordingly.

7.3 The assessment has to comprise of two components, namely :-

(a) Knowledge assessment (written, on-line assessment)

(b) Skill assessment (hands-on assessment)

7.4 The assessing body shall maintain an independent registration process for assessment of trainees, which shall include:-

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- (a) the scope of the desired assessment and certification sought to
- (b) statement that the person agrees to comply with the requirements for Assessment and certifications and to supply any information needed for the evaluation.
- (c) general information on the applicant, for example name, address, and other information required to identify the persons.

7.5 The assessing body shall communicate to candidates indicating details about Assessment centres venue, date, time etc. By and large, the assessments will be conducted at the Training Providers location and the Training Provider will extend all facilities for conduct of assessments.

7.6 Assessment bodies are to maintain a close liaison with the Training Providers and work out all assessment modalities.

7.7 The assessing body shall confirm from the Training Provider that all necessary arrangements for test as per direction given by assessing body are in place prior to going ahead with the assessments.

7.8 The assessing body shall ensure that test is conducted in Assessment centres and training premise/labs etc by the assessors appointed by the assessing body as per schedules provided by assessing body.

7.9 The assessing body shall ensure that assessors prepare results within stipulated time and send it to the assessing body.

7.10 The assessing body shall consolidate the results and make necessary entry and communication of the result as per terms laid down by II&SSSC.

8. Affiliation Methodology

8.1 Affiliation process

Stage I : Review of Application (Enclosure I)

Stage II : Assessment for process compliance (as per Para 3 above)

Stage III : Capability & Capacity Assessment

Stage IV : Final Assessment & Approval iaw II&SSSC process and procedures

8.2 The Governing Council, II&SSSC shall take the final decision on affiliation of assessment bodies.

9 Affiliation Fee

9.1 Fee structure, as follows:-

(a) Application Fee (One Time) - Rs 10,000/-

(b) Visit Fee (2/3 day visit per Annum) - Rs 40,000/- (payable (for compliance, document checks) annually)

(c) Train the assessor fee - Rs 10,000/- (per head, per training)

10 Periodic Reviews

10.1 To evaluate assessing body's continuing conformance to II&SSSC criteria and the effective implementation of the procedures, II&SSSC shall normally conduct an annual surveillance for:

(a) Administrative procedures, practices and records

(b) Review of Assessment process/framework

10.2 II&SSSC may conduct surprise assessment, for which the stipulated assessment fee, including boarding and lodging charges shall be borne by the assessing body.

11. Re-assessment

11.1 II&SSSC shall carry out re-assessment after 4 years.

11.2 II&SSSC shall carry out reassessment of the office procedures, documentation and at least one complete Assessment process to verify the compliance with the prescribed criteria.

11.3 The Assessing Body shall apply for its reassessment enclosing the necessary papers and the fee after three years from the date of initial accreditation.

12. Suspension or Cancellation of Affiliation

12.1 II&SSSC may suspend or cancel an accreditation of the course because of any of the following, but not be limited to:

(a) non-compliance or violation of the II&SSSC requirements.

(b) providing insufficient or incorrect information to II&SSSC

(c) changes in the assessment criteria without II&SSSC approval.

(d) failure to report any major changes in the assessment criteria any deviations.

(e) non -payment of II&SSSC fees and agreed upon expenses

(f) any other condition deemed appropriate by II&SSSC



Enclosure I(Refer Para 8.1)

AFFILIATION FORM FOR ASSESSING BODY

1. Name of the Assessing Body:

2. Contact Detail:

Tel: _____ Fax: _____

Mobile: _____ Email: _____

3. Nodal Point of Contact: _____

4. Legal Status of the organization (**Please tick only one**)

- a. Public / Private / Government
- b. Company/ Partnership / Proprietorship / Registered Society
- c. Research / Academic Institute / Industry Association)
- d. Others (Please specify and attached necessary evidence)

5. (i) Registered with QCI (Please tick one)

- a. Yes b. No

(If Yes, please provide Registration details)

(ii) Registered with "Registrar of Companies" (Please tick one)

- a. Yes b. No

(If Yes, please provide Registration details)



6. Organisations structure of the Assessing Body showing roles and responsibilities of different persons / groups / committees / associates having significant contribution towards assessment of the concerned trades / skills (**Attach organisation chart and other details**).

7. Details of Sectors / Trades (related/similar to Iron & Steel Sector) having assessed by the assessing body.

| S. No. | Sector | Trade(s) (Related/Similar to Iron & Steel Sector) |
|--------|--------|--|
| | | |

(Please use a separate sheet in case the space is not adequate)

8. Details of own Assessment Centres (AC) and partnership Assessment Centres.

| S. No. | Name of own AC's | Location | Trade(s) (Related/Similar to Iron & Steel Sector) |
|--------|------------------|----------|--|
| | | | |
| | | | |

| S. No. | Name of Partnered AC's | Location | Trade(s) (Related/Similar to |
|--------|------------------------|----------|---------------------------------|
| | | | |

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| | | | |
|--|--|--|----------------------|
| | | | Iron & Steel Sector) |
| | | | |
| | | | |

(Please use a separate sheet in case the space is not adequate)

9. Details of branches with locations and their scopes of activities related / similar to Iron & Steel sector.

| S. No. | Details of Branch | Location | Scope of activities (Related/Similar to Iron & Steel Sector) |
|--------|-------------------|----------|--|
| | | | |
| | | | |

(Please use a separate sheet in case the space is not adequate)

10. Details of Trade Test conducted in the last 3 months :

| S. No. | Sector & Trade (related / similar to Iron & Steel Sector) | Assessment Centre with location | Date(s) | Assessors Assigned |
|--------|---|---------------------------------------|---------|-----------------------|
| | | | | |
| | | | | |

(Please use a separate sheet in case the space is not adequate)

11. Availability of Technological Platform and centres for conduct of on-line assessment (for knowledge component of learning) : Yes/No

12. Details of the demand draft/cheque favour of 'Indian Iron & Steel Sector Skill Council' payable at Kolkata.

DD / Cheque No.

Drawn on

Dated:

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13. Declaration:

I attest that the above information is correct. I do understand that any incorrect inform will result in suspension / cancellation of my organisation's accreditation with Indian Iron & Steel Sector Skill Council.

Signature of Contact Person:

Date:

AFFILIATION OF ASSESSORS (JOB ROLE SPECIFIC AFFILIATION)

Insert/Affix
your
photograph

1. Name: Mr./Mrs./Ms. _____

2. Assessment Expertise Details:

| Sr. no | Department | Job role | Assessment Expertise in. Write Yes against appropriate job role |
|--------|------------------------|---|---|
| 1 | Mechanical | Flux Cored Arc Welder (Semi-Automatic) | |
| 2 | Mechanical | Manual Metal Arc Welding/Shielded Metal Arc Welding | |
| 3 | Mechanical | Metal Inert Gas / Gas Metal Arc Welder (MIG/GMAW) | |
| 4 | Mechanical | Oxy Fuel Gas Cutter | |
| 5 | Mechanical | Service Engineer – Installation, Commissioning & Breakdown for Mechanical Equipment & Power Machinery | |
| 6 | Technical | Technician Instrumentation | |
| 7 | Mechanical | CNC Operator | |
| 8 | Common | LMV Driver | |
| 9 | Mechanical Maintenance | Machinist | |
| 10 | Mechanical Maintenance | Plasma Cutter - Manual | |
| 11 | Mechanical Maintenance | Tungsten Inert Gas Welder (GTAW) | |
| 12 | Electrical Maintenance | Fitter Electrical Assembly | |
| 13 | Electrical Maintenance | Fitter Electronic Assembly | |
| 14 | Electrical Maintenance | Fitter - Instrumentation | |
| 15 | Common | Dumper Operator | |
| 16 | Common | Excavator Operator | |
| 17 | Common | HMV Driver | |

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| | | | |
|----|------------------------|---|--|
| 18 | Common | Mobile Equipment Operator | |
| 19 | CRM | Fluid Management Operator: Rolling Mills | |
| 20 | Ferro Alloys | Shift In Charge Furnace: Ferro Alloys | |
| 21 | Ferro Alloys | Technician Furnace Transformer: Ferro Alloys | |
| 22 | Common | Locomotive Driver | |
| 23 | Common | EOT/ Overhead Crane Operator | |
| 24 | Common | Conveyor Operation and Maintenance | |
| 25 | Mechanical Maintenance | Fitter : Hydraulic & Pneumatic System | |
| 26 | Mechanical Maintenance | Belt Conveyor Maintenance | |
| 27 | Mechanical Maintenance | Fitter : Levelling , Alignment , Balancing | |
| 28 | Common | Bearing Maintenance | |
| 29 | Mechanical Maintenance | Mobile Equipment Maintenance | |
| 30 | Mechanical Maintenance | Rigger: Rigging of Heavy Material | |
| 31 | CRM | Coil Packaging Machine Operator: Rolling Mills | |
| 32 | CRM | Process Operator: Rolling Mills | |
| 33 | Ferro Alloys | Stoking Car Operator: Ferro Alloys | |
| 34 | Quality Assurance | Laboratory Technician - Chemical Analysis | |
| 35 | Quality Assurance | Laboratory Technician - Physical Analysis | |
| 36 | Common | Conveyor & Other Bulk Material Handling Technician* | |
| 37 | Raw Material Handling | Raw Material Handling Operator | |
| 38 | Refractory | Refractory Bricks Layer | |
| 39 | Refractory | Refractory Gunning Operator | |
| 40 | Refractory | Supervisor for Refractory Brick Laying | |
| 41 | Common | Electrician* | |
| 42 | Mechanical Maintenance | Fitter: Insulation | |
| 43 | Mechanical Maintenance | Fitter: Water Cooling | |
| 44 | Iron making | Cast House Junior Operator | |
| 45 | Iron making | Cast House Senior Operator | |
| 46 | Iron making | House Keeping with Mechanised Equipments | |
| 47 | Iron making | JCB with Hoe Operator | |
| 48 | Electrical Maintenance | Electrical Technician Support System | |
| 49 | Electrical Maintenance | General Electrical Technician | |
| 50 | Electrical Maintenance | General Electronics Technician | |
| 51 | Electrical Maintenance | Electrical Testing Technician | |

| | | | |
|----|------------------------|--|--|
| 52 | Electrical Maintenance | Power System Technician | |
| 53 | Electrical Maintenance | Power Transmission Technician | |
| 54 | Electrical Maintenance | Service Engineer - Installation & Breakdown (Electrical) | |
| 55 | Electrical Maintenance | Technician EOT Cranes | |
| 56 | Coke Making | Battery Operator | |
| 57 | Coke Making | Battery Anchorage Regulator | |
| 58 | Coke Making | Heating Regulator | |
| 59 | Coke Making | Reversing System Maintenance | |
| 60 | Coke Making | Screen & Crusher Operator | |
| 61 | Common | Control Room Operator* | |
| 62 | Common | Forklift Driver | |
| 63 | Common | Letter Writer Cum Painter | |
| 64 | Common | Packaging & Marking Operations - Manual Packaging | |
| 65 | Common | Skid Loader Operator | |
| 66 | Common | Utility Hand | |
| 67 | Agglomeration | Sr.Associate Control Room Operator: Agglomeration* | |
| 68 | Agglomeration | Conveyor Operation and Maintenance: Agglomeration* | |
| 69 | Agglomeration | Stacker / Reclaimer Operator | |
| 70 | Mechanical Maintenance | Scaffolder | |
| 71 | Mechanical Maintenance | Fabrication Fitter | |
| 72 | Mechanical Maintenance | Fitter Equipment Assembly | |
| 73 | Mechanical Maintenance | Pipe Line Fitter | |
| 74 | Ferro Alloys | Fitter Maintenance: Ferro Alloys | |
| 75 | Ferro Alloys | Furnace Operator: Ferro Alloys | |

3. Date of Birth (DD-MM-YYYY): _____

4. Contact Details:

| | |
|----------------------------|-----------------|
| Home Address: | Office Address: |
| Mobile Number: | Email Address: |
| Landline Telephone Number: | Fax Number: |

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5. A. Preferred Locations (Cities, States) of operation as assessor (As per priority)

- i.
- ii.
- iii.
- iv.
- v.

B. Vernacular Expertise for conduct of Assessments at locations indicated at 4A.

- (i) Yes/No
- (ii) Yes/No
- (iii) Yes/No
- (iv) Yes/No
- (v) Yes/No

6. Availability for assessments (number of days/month): _____

7. Educational Qualification:

| Year | Institution & Address | Qualifications | Subjects (Major) | Grade/Percentage |
|------|-----------------------|----------------|------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

8. Courses Attended/Assessment Training Undergone:

| Sl. No. | Title of the | Conducted/Organized | Dates |
|---------|--------------|---------------------|-------|
|---------|--------------|---------------------|-------|

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| | Course | by (Name & Address) | From | To |
|--|--------|---------------------|------|----|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

9. Membership / Association with Professional Bodies or Empaneled with any Assessment Agency

| Sl. No. | Professional Body (Name & Address) | Membership Reference | Valid Upto |
|---------|------------------------------------|----------------------|------------|
| | | | |
| | | | |

10. Experience/ Subject Matter Expertise relevant to selected job role at the serial 2 (Please write in chronological order with present experience listed first).

A. General

| Job Role | Relevant Experience Details | Organization | From | To |
|----------|-----------------------------|--------------|------|----|
| | | | | |
| | | | | |

B. Details of Assessments conducted , if any, during last 2 years on selected/ similar Job roles:

| Job Role | When Assessments Carried Out | For Which Organization/Scheme |
|----------|------------------------------|-------------------------------|
| | | |
| | | |



11. Declaration by the Applicant:

I hereby certify that the above information provided by me is correct. I do understand that any incorrect information will result in disqualification of self and suspension / cancellation of certification by Indian Iron & Steel Sector Skill Council (II&SSC)

Signature

Date:

Guidelines for Assessment

of

Trainees

Indian Iron & Steel Sector Skill Council

1. Introduction

1.1 These guidelines are for “Assessing bodies & Assessors” and provide a clear understanding of assessment policy for II&SSC certification of trainees.

1.2 For assessments to be fair, the assessment bodies are to ensure that the assessment process is valid, reliable, flexible and fair. Assessments are to be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS). Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgement to be made on the student’s competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

2. Key Components of the Assessment Process

(a) Competence : Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.

(b) Competency based Assessment : Is the process of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.

(c) Collection of Evidence : Evidence collected may be direct, such as observation of workplace performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid, sufficient, current and authentic.

(d) Judging Competence : An individual is considered competent after he/she has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgement about whether a student is competent.

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(e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the later involving practical's/on work assessment.

(f) Standards against which the students are to be assessed : National Occupational Standards pertaining to the concerned job role.

3. Planning Assessments

3.1 For assessments to be effective, the assessing body is to ensure following :-

- (a) Clear understanding Knowledge & Skills as defined in National Occupational Standards
- (b) Selecting right assessment method. This is a key activity and would involve the following :-
 - (i) Identify unit(s) of competency to cluster for assessment.
 - (ii) Develop competency profile.
 - (iii) Identify evidence requirements.
 - (iv) Review and select assessment methods.
 - (v) Select assessment tools and record evidence matrix.
 - (vi) Develop assessment plan.

3.2 Assessment Stages : The assessments can be undertaken before (pre-assessment), during or at the end of the training. This will vary from role to role and will be decided in consultation of all stakeholders. A re-assessment should be carried out, in case the candidate does not clear the assessment at first go. Decision of II&SSSC in this regard will be final and binding. A final assessment at the end of the training is mandatory.

3.3 Assessment Location : Assessment location can be one or a combination of following. Prior arrangements are to be ensured by the assessment agency in conjunction with all stakeholders

- (a) Training providers premise
- (b) Labs, Workshops
- (c) E-enabled setups for on-line assessment

3.4 Assessment Mix : Assessments are to be a mix of knowledge and skills. For each job role, this mix is pre-defined in consultation with all stakeholders. II&SSSC decision will be final and binding in this regard.

3.5 Assesse details : The assessment agency is to obtain details of candidates to be assessed from training provider.

3.6 Assessment Plan : With all the above inputs, the assessing body is to have an assessment plan, covering the following :-

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- (a) what will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS
- (b) how assessment will occur, i.e. the methods that will be used
- (c) when the assessment will occur
- (d) where the assessment will take place, i.e. the context of the assessment;
- (e) the criteria for decision making, i.e. those aspects that will guide judgements; and

4. Conduct of Assessments

4.1 The assessments are to be conducted by pre-approved (by II&SSSC) assessors for specific job roles.

4.2 Assessments are to be based on the criteria defined by II&SSSC as per the format at Appendix A”

4.3 The theoretical assessments, if manual, are to follow different question paper for each candidate. If computer based, random generation of questions for each candidate is to be ensured.

4.4 Skill assessments are to be based on practical, hands-on work by candidates. For soft skills, role plays, structured activities, on-field assessments etc. are to be considered.

4.5 For candidates who are not literate, assessment should be done based on observation of practical skills.

4.6 Evidence gathering and recording of evidence is to be ensured.

4.7 The entire assessment process is to be video-graphed.

5. Assessment Records & Results

5.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.

5.2 Documentation, which needs to be maintained for each specific assessment include the following :-

- (a) Reference to relevant QP/NOS
- (b) Competency profile for the job role
- (c) Assessment tools, equipment, checklist
- (d) Assessment plan & details of Assessor
- (e) Record of evidence presented and assessed
- (f) Records and reporting of assessment decision
- (g) Appeals information

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(h) Assessments filled by Assessor for trainees (Refer Appendix “B”)

6. Appeals and Complaints

6.1 The assessment body should have clearly defined appeals and complaints procedure.

6.2 Candidates undergoing assessments are to be informed about the appeals and complaint process and procedure.

6.3 Any appeal or complaint received shall be intimated to II&SSSC within one working day.

6.4 Appeal or complaint will be reviewed by II&SSSC empowered committee and the decision of this committee shall be final and binding.

Appendix “A”(Refer para 4.2 of Enclosure III)

CRITERIA FOR ASSESSMENT OF TRAINEES (To be filled by II&SSSC)

| |
|---------------------|
| JOB ROLE: |
| QUALIFICATION PACK: |
| SSC NAME: |

| NOS | TITLE | PERFORMANCE CRITERIA | TOTAL MARKS | OUT OF | MARKS ALLOCATION | |
|-----|-------|----------------------|-------------|--------|------------------|-----------|
| | | | | | THEORY | PRACTICAL |
| | | | | | | |
| | | | | | | |
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**Appendix “B”(Refer para 5.2(h) of
Enclosure III)**

ASSESSMENT FORM FOR TRAINEES (To be filled by Assessor)

| | | | |
|---------------------|-------------------|---------|------------------------|
| JOB ROLE: | TRAINEE NAME: | UID NO. | BATCH: |
| QUALIFICATION PACK: | TRAINING PARTNER: | DATE: | SIGNATURE OF ASSESSOR: |
| SSC NAME: | | | |

| NOS TITLE | PERFORMANCE CRITERIA | TOTAL MARKS | OUT OF | MARKS ALLOCATION | | MARKS AWARDED BY ASSESSOR | |
|--------------|-------------------------|----------------|-----------|------------------|-----------|------------------------------|-----------|
| | | | | THEORY | PRACTICAL | THEORY | PRACTICAL |
| | | | | | | | |
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